

EMERGENCY ORGANIZATION PLAN

Emergency Preparedness And Response

PHILOSOPHY:

The primary concern is to create a safe and orderly learning environment for students and staff.

Priority Objectives:

- Priority #1 - Immediate life-threatening situations to students and staff
- Priority #2 - Security of the school site.
- Priority #3 - School plant assessment and communication to the district.
- Priority #4 - Staff assignments during emergency situations

DISASTER PROCEDURES DURING CLASS TIME:

Primary Reaction:

- Fire – Follow established fire drill procedure by evacuating your designated assembly areas on the baseball or football field. Plan alternate route to safety if necessary.
- Earthquake – “Drop – Hold” if inside building. Evacuate to room assignments (assembly areas) on the football or baseball field.
- **Teachers are to escort their students to their assigned assembly areas locations on the football or baseball fields. Students will remain with the classroom teacher until the all-clear signal.**

Secondary Reaction:

- ◆ Teachers should know the location of the fire alarm box nearest their classroom.
- ◆ School personnel shall supervise the exit of the class from the building in an orderly manner.
- ◆ The teacher is to check to see that everyone is out of the classroom and that the door is left slightly open (real emergency situation only).
- ◆ If students cannot be moved because of injury, put an “X” with chalk or on the outside door of the room.
- ◆ The evacuation of the classroom will be in accordance with instructions as posted in the room to the football or baseball field.
- ◆ Students on errands or in restrooms should join the nearest class to exit the football or baseball fields.
- ◆ The teacher shall take roll on the field to make certain that all members of the class are accounted for.
The teacher remains with the class and supervises students in their assembly location assignments. Students are not to be seated in the bleachers and they are not to visit other classes.
- ◆ The teacher prepares a written report indicating the names of students absent from class and those students who are injured and left in class.
- ◆ Teachers send reports to the emergency assembly team personnel in the center of the football or baseball field.

Disaster Procedures During Non-Classroom Time: (Nutrition, Lunch, Before Or After School)

Primary Reaction:

- ◆ **Fire** – Evacuate all buildings and proceed to the baseball or football field for assembly by **Period 2 classes**. All classes must proceed on perimeter keeping a safe distance from hazards including buildings and overhangs.
- ◆ **Earthquake** – “Drop - Hold” if inside building. Evacuate classroom and buildings. Proceed to the baseball or football field for period 2 attendance.
- ◆ **Secondary Reaction:**
- ◆ **Fire/Earthquake** – Students are to go to their **Period 2 Teacher’s Assembly Location** on the football or baseball field and await further instructions.
- ◆ The teacher will take roll and prepare a written report of students absent from their class and those missing.

Teacher Responsibility for Roll-Taking

Teachers should have their roll books in their possession at all times in the event of a disaster. A duplicate copy

of all rosters will be kept in the emergency storage area that is located on Varsity Vista next to the baseball field bleachers. Teachers are to take attendance and report students absent, injured students left behind in the classroom and missing students on a form or any paper. ***Send the written report to emergency assembly area team personnel in the center of the baseball/ football field.***

Teacher Responsibility During passing and/or Conference Period

Under all circumstances assist in the evacuation of students and staff from buildings, the quad area, and other campus areas before going to the football or baseball field for evacuation. **Teachers on conference periods are to report to the Command Post Emergency Operations Center in front of the Boys P.E. Office for assignments.**

Teachers on half-time status having a homeroom class are to provide a copy of their homeroom class to the neighboring teacher, E.g. Room 300 to assemble on the field and teacher in Room 301 will also take attendance for Room 300. A teacher on conference period will be assigned to the class as a replacement teacher.

Teachers and Staff Personnel to Open Gates

- ◆ **Campus security aides** are to open all gates that give teachers access to assembly areas on the baseball and football fields.

Teacher Responsibilities of Students While on the Field during the Emergency/Disaster

- ◆ Students must remain with their teachers on the baseball or football field.
- ◆ While on the field, teachers shall directly supervise their classes. There shall be no ball playing, Frisbees, etc. Do not allow students to wander or visit other classes. Students are not permitted to sit in the bleachers or sit up against chain link fences. Aftershocks may cause damage and fences may be electrified because of fallen high-tension wires.
- ◆ Teachers are to take roll and prepare a written report of missing or injured students left behind in the classroom.
- ◆ Teachers are asked to provide a calming influence. Students may be especially upset and show feelings about the disaster. Reassure them that they are safe and together with others. Allow them to talk about their feelings. Discuss what happened and provide safety information. Inform them that there is a command post with administrators and teachers who are directing a response to the disaster.
- ◆ Listen for directions from the command post or other emergency team personnel. Information will be provided on the use of restrooms, water, food preparation and serving, etc.
- ◆ Message dispatchers may come to the homeroom location on the field with a form requesting a student to be reunited with a parent or guardian. Please release the student with the message dispatcher. Students who are missing are to be reported on the form.
- ◆ Student Council members are to report to Room 601 to act as message dispatchers to assist school personnel and parents requesting release of their student.

Reuniting Students with Parents – Room 601

Room 601 will be used as a place to house parents waiting to be reunited with their students. Teachers on conference period and counselors are to assist in the process by first reporting to the main office for direction and then to Room 601. Student Council members will act as messengers to go to the Attendance Office requesting the student with a written note and signed by the parent and endorsed by personnel. A message dispatcher will be sent to the classroom to summon the student. Students are brought to Room 601, released to the parent and logged out.

After The Earthquake – Returning To The Classroom – Releasing Students To Parents Or Guardians

Teachers will be directed to return to the classroom following a physical survey of plant conditions to determine whether it is safe. Students are then to return with the teacher to the classroom. Please discourage large numbers of students wanting to use the telephone to call parents. Students should not be wandering on the campus.