

E. M. Grimmer Elementary School Emergency Response Plan

This document does not replace the state mandated safety plan. It is a suggested template to help schools with emergency response procedures. It is also a work-in-progress applicable to a specific site. School Safety Teams can use this template as a guide to develop their own emergency response plans. The number and size of each emergency team is dependent on a site's specific layout and population.

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Command Center

Judy Nye

Katrina Minck

Duties:

- Establish communications links (i.e., cell phone list, emergency radios, P/A system).
- Maintain a generic log of all communications (incoming and outgoing), prioritizing (1) life threatening, (2) property threatening, (3) non-emergency.
- Communicate with police, District Personnel, Principal.
- Update situation status information regularly, showing incidents at site, injuries, deaths, damages and resources needed. Receive regular updates from each team coordinator.
- Turn off gas and water if necessary.
- Report to School Incident Commander.
- Share all information gathered to other teams

Cart Supplies:

- 3 Radios
- Complete phone lists for parents
- Notebook and pen for communication log
- Water
- Basic First Aid materials
- Log of all team members and jobs

Immediately after the Emergency:

- Mobilize/activate all emergency response teams.
- Ensure that each team knows their duties and make adjustments as needed.
- Establish Command Center location and notify all teams.
- Keep control of the situation
- Contact police, Principal, district office, and other help services
- Keep track of all teams

Safety and Security Team

Dave McCarthy

Vanessa Reyes

Mariapia Garces

Janelle Olais

Duties:

- Team members are responsible for checking utilities and performing initial assessment of damage to structures. There will be 3 teams, each with 2 members.
- Map area by pair.
- This team should help suppress fires (if possible) and coordinate with the Search and Rescue Team.
- In addition, the Safety and Security Team will secure the campus to minimize unauthorized access or exit with caution tape and direct parents to student release areas.
- Custodian will unlock the shed.
- Keep in constant communication with the command center.
- Keep a log of findings.

Cart Supplies:

- 6 radios
- Tools (wrench, screwdrivers, hammer, etc) (3x)
- Checklist of all places that should be covered
- Map to log safe/unsafe areas in and around the school
- Note Sheet to write down observable harms
- Fire extinguisher (3x)

Immediately after the Emergency:

- Begin a sweep of the campus. Rapidly inspect all areas for the odor of leaking gas, electrical shorts or water leaks. If necessary, turn off gas main, electricity and/or water main – obtain supplies as needed from the Emergency Storage Container. Do not enter damaged structures.
- Assist Search and Rescue Team as needed. Check the perimeter of the school for damage such as downed wires.

- Mark and log all safe and secure areas – in and around school.
- Mark and log all unsafe areas – restrict access to these zones.
- Post team members at the school main entrances to direct vehicles, traffic and parents. Only emergency vehicles should be allowed on school grounds. All others must walk onsite. Secure/lock all doors and gates.
- Report all team activities to the School Incident Commander/Command Center.

Student Supervision Team

Teresa Silva
Vong Nguyen (M, T, W)
Manda, Padmini Jyothsna
Brittnee Tolbertson
Veronica Aguilar
Donna Pitts
Revathi Chandrasekaran
Jackie Churchill
Denise Klawitter
Wen Chuan
Sangita Desai
Erika Ureno
Asha Mishra
Ema Ferreira
Ojasvini Thaker

Duties:

- Team members are responsible for the assembling of, accounting for, and monitoring all students on site.
- Keep all students in one area
- Make sure everyone is accounted for
- Prevent them from getting into harm's way
- Supply students with any necessities they may need like: toilets, water, food, etc.
- Keep them distracted so the teams can do their job properly

Cart Supplies:

- 2 radios
- Attendance Sheets

- Sanitation buckets
- Allergy cards
- Activities/Art Supplies/Balls
- Water - Enough for students, staff, and parent volunteers
- Energy bars (Peanut-free)
- Cones

Immediately after the Emergency:

- Assemble all students on the field.
- Organize students by class (with emergency release plastic sleeves if possible).
- Account for all students/staff.
- Report missing students/staff to the Command Center.
- Monitor/Supervise student behavior and needs.
- Keep in constant communication with the Command Center.

First Aid Team

Saroda Chattopadhyay
Joni Clark
Ginger Hogue
Alex Wang
Deanna Tosh

Duties:

- This team should establish the First Aid Centers, triage and provide first aid to people arriving at these areas.
- This team will need to coordinate with the Search and Rescue Team (2 radios should be used for this team).
- Provide first aid to injured victims. List those being treated.
- Coordinate with the Search and Rescue Team. Provide first aid to the injured as they are rescued. Be prepared to assist the Search and Rescue Team if needed. If possible, administer first aid to the injured while they are trapped.
- Record all cases on First Aid Treatment Record. If possible, assign an extra person to serve as record keeper. Information on all injured students released from the First Aid Center should be recorded, including to whom they were released and their destination. Note the destination of any injured student transported by EMS.
- A team member should periodically check the student population on the field to see if anyone needs attention. Take a “to go bag” for injuries. If necessary, bring injured people to the First Aid Center for treatment.
- Notify the Command Center of how many are injured and the status of first aid treatment.

Cart Supplies:

- 2 radios
- 2 Red duffle bags
- 10-15 white boxes

- Any first aid supplies that we have
- Portable first aid with checklist with notebook
- 2 notebooks, 5 pens and 4 highlighters (Red, Orange, Yellow, Blue to highlight which crises color the student/person requires)
- Plastic sleeves
- Water

Immediately after the Emergency:

- Report immediately to the Emergency Supply shed and take the cart to the first aid location on the map.
- Set up the Triage area first.
- Set up the Immediate Care area.
- Set up a Delayed Care area.
- Set up the Crisis Counseling area.
- Set up the Morgue as needed.
- Triage injured brought to the First Aid Station.
- Administer first aid to the injured.

First Aid Center Descriptions

Minor Care: Teachers will handle minor care for students in their classes. Minor care includes those injuries that can be effectively treated with ice-packs, bandages and dressing minor superficial wounds with supplies provided in classroom First Aid kits. This is not to include: difficulty breathing, severe bleeding, major burns, shock, head injuries, bleeding that does not stop after 10 minutes of pressure, lacerations and possible broken bones. Minor Care delivered by teachers will provide security for students and avoid overloading the First Aid Center.

Triage: Located at the entry of the First Aid Center. This area is for the quick evaluation and prioritization of the injured, so that injuries may be treated according to degree of severity at the appropriate treatment area.

Immediate Care: For people with life and limb threatening injuries that require immediate attention within the first hour following the disaster, such as difficulty breathing, severe bleeding, major burns, and shock. The immediate care area will be adjacent to the triage area, located out of sight of most students and staff, which is accessible to emergency vehicles.

Delayed Care: For people with injuries which are moderate to severe but do not require treatment within the first hour of injury. These injuries may include: lacerations, broken bones, wounds that exceed teacher’s capabilities and the dispensation of medication. The Delayed Care area will be near the Immediate Care area, but out of sight of the injured in Immediate Care.

Crisis Counseling: Mild to moderate anxiety is best handled by teachers, if possible in a private, secluded area, away from the First Aid areas, since the sight of injured people may worsen the hysteria. The Crisis Counseling area should also be located away from the student population because hysteria is contagious and can rapidly get out of control.

Morgue: Located in an area out of sight of students, distant from food storage and supplies (including water) and away from direct sunlight or heated areas. Use body bags or sheets to cover bodies.

Search and Rescue Team

Barbie Usison
William Holden
Angela Hunziker
Natalie Barrera
Tina Perez
Josephine Palumpon (Friday only)

Duties:

- This team will need to sweep quickly through the school buildings to identify the location of trapped or injured students and staff.

- They will rescue the trapped and injured and assist the First Aid Team in treating the injured after the sweep is complete.

Cart Supplies:

- 6 radios
- Tools
- First aid kit
- 6 Flashlights
- 6 Hard hats
- Portable gurney
- Caution tape
- Master key for each team
- Prepacked search & rescue bag in their classroom containing: heavy duty gloves, protective eyewear crowbar.
- Pack of red and green signs

The team needs to consider the following:

- Staff who are part of this team should coordinate with their buddy teachers so that both are not assigned to high priority roles during the first hours after the disaster.
- Team members should have a pre-packed Search & Rescue bag in their classroom that contains heavy duty gloves, protective eyewear, and a crowbar for opening windows and doors.
- Team members should have immediate access to master keys.
- Team members should also cross-train/coordinate with the Safety and Security Team.
- 3 teams of 2 (provide back up to one another).

Immediately after the Emergency:

- Retrieve emergency supply for search and rescue equipment.
- Coordinate with the Student Supervision Team for missing or injured persons.
- Have team members sweep quickly through school buildings in teams of two, and quickly identify rooms that are clear (green OK sign on door) and those that have injured or trapped people (red ALERT sign on door). Team members should alert those who are trapped or injured that rescue services are on the way and continue to sweep the campus.
- While sweeping buildings, look for obvious structural damage and any significant utilities problems (fire hazards, and extinguish small fires).
- Avoid unsafe areas (do not become a victim yourself).
- Report findings regarding the number and status of trapped/injured victims to Operations Coordinator.
- Meet with the team and determine a plan of action; request assistance if necessary. Rescue trapped or injured individuals.

- Transport injured people to the First Aid Center.
- Report back to the Command Center for reassignment when tasks are completed.

Emergency Supply Team

Sylvia Reynoso/ Liliana Leon
Wei Zhang
Patti Young
Lisa Silva
Maria DeWitt

Duties:

- This team facilitates and coordinates food supplies, meal preparation, and meal distribution.
- This team facilitates and coordinates sanitation set-up.
- Keeps track of food and what is used

Cart Supplies:

- Lanterns/ Battery powered 2 for each station. Total of 12 lanterns.
- Pull Carts filled with water.
- All meals should be in carts.
- Sanitation buckets on pull carts to be distributed.
- Copy of food log and supply log

Immediately after the Emergency:

- Set up canopies.
- Set up a food and water area. Do not allow waste from the sanitation area to come within 200 feet of students or food/water supplies.
- Control conservation of water/supplies.
- Identify a suitable location for the sanitation curtains, at least 200 feet away from the food preparation area.

Student Transport/Release Team

Kathy Mitchell

Hazeena Azeez

Magaly Martin

Duties:

- This team will document and assist staff in the release of students to legal guardians.
- Manage Sign-out book/volunteer books and attendance records.

Cart Supplies/Items from Office:

- 2 Radios
- Emergency cards and forms
- Student Sign-out log with time and name of student released
- Attendance Records
- Sign-out book/volunteer books

Immediately after the Emergency:

- Retrieve Emergency Cards.
- Set up a Student Release Area.
- Collect Classroom Emergency Status Form from each teacher and consolidate information. Relay information to the Command Center to coordinate with the Search and Rescue Team to locate injured or missing children.
- One team member will take disaster release forms to the Student Release Station.
- One team member will take emergency cards, medical binder, and cart to Student Release Station.
- Report all activities to the Command Center.

Release Procedure:

- Legal guardians report to the Student Release Team who will use “runners” to notify the correct staff member.

- Legal guardians must present identification and sign a roll sheet (or other designated document) before student(s) may be released.
- No student may be released to any adult whose name does not appear on that student's emergency card or Disaster Preparedness Information sheet.
- Be sure to record the student name, who the student was released to, the time and the student's destination (if other than home, i.e. neighbor's home, relative's home).
- Legal guardians should be directed to the Command Center if their student is missing, has been trapped or is severely injured.