

EMERGENCY MANAGEMENT HANDBOOK



**Sycamore Valley Elementary School
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EMERGENCY MANAGEMENT

TABLE OF CONTENTS

Staff Assignments	Page 3
Classroom Evacuation Steps	Page 4
Basic Outline of Duties Thru Reunification Process	Page 5
Holding Area Monitor Duties	Page 6
Student Release Monitors/Runners	Page 7
Command Post Duties	Page 8
Search and Rescue Duties and Reunification	Page 9
Chemical Accident Duties	Page 10
Evacuation Map	Page 11

Staff Assignments

Holding Area Monitors

K	Abel, Baylies, Dennis, Koeltl
1 st	Benz, Flavio, Gilroy, Kay
2 nd	Coley, Johnson, Matejka, O'Malley / Murphy
3 rd	Lewis, Perotti, Polyzos, Vasconi
4 th	Buhler, Cory, Erhart, Tontz, Wettig
5 th	Crosthwait, Gray, Maghami, Miller

Holding Area Supervisors
Gray & Tontz (Radio)

Back Path Monitor
O'Brien - *Security*

Traffic Coordinators
Para's

Please Note: If our school Nurse is on campus, she will report to the Command Post.

Student Release Monitors/Runners

Station 1 (A-F binder)	O'Malley / Murphy	Runners:
Station 2 (G-L binder)	Buhler (Supervisor)	Telles / Coe
Station 3 (M-R binder)	Wettig	Vasconi
Station 4 (S-Z binder)	Kunde/Delgado	Calderazzo
Assistants/Runners	Barker /Power (Office Phone)	

****Student Release Supervisor & *Logistics*- Jen Miller***

Search and Rescue

Kids Country Staff	Kids Country
Dennis / Readler	K
Flavio	1 + Reading/Speech area
Johnson	2
Perotti	3
Cory	4
*Crosthwaite	5 - <i>Search & Rescue Leader</i>
Boss/Gettler	Library, Tech Lab, Office, Copy Center, Science Lab

Command Post

Bullard (Phone) - *Incident Commander*
Barbara Jones- *Liaison with Rescue & Operation Services*
Power - *Reunification*
Barker - *Medical Team*
Rogers - *Medical Team*
Tangco/Lockwood

All Paras on campus: Report to Sylvie Bullard at Command Post

****All other unassigned staff report to the command post****

Classroom Evacuation Steps

1. When the earthquake stops and you feel it is safe, line the children up at the classroom door.
2. Take your earthquake backpack and put on your safety vest.
3. BE OBSERVANT as you walk. Follow the evacuation route to the location where your class lines up on the fire-drill line. Please Note: Kindergarten classes will evacuate their classes to the Kindergarten blacktop area before moving to the Holding Area.
4. TAKE ROLL, write CHILDREN'S NAMES on the back of their hand with Sharpie (you may utilize any Paras who are available), and fill out the EMERGENCY STATUS REPORT. Give your Emergency Status Report to your Holding Area Monitor (see list on page 3). **Please be prompt!**
5. MOVE YOUR CLASS, to the grade level HOLDING AREA. The Holding Area Monitors will now assume the duty of supervising the children and will remain with the children until they are released by the Student Release Area/Runners.
6. LEAVE YOUR BACKPACK with your class and move on to your assigned duty.

Evacuation Steps—Peripheral Staff

For the purposes of this plan, *peripheral staff will be defined as all adults employed on campus that work with students outside of their regular classroom.* Peripheral staff members include but are not limited to: PE Specialist, Occupational Therapist, Librarian, Science Teachers, Resource, Speech, Psychologist and Para Educators.

If a peripheral staff member is working with a child, a group of students, or an entire class at the time of an earthquake, that staff member will do the following:

1. Evacuate the student(s) from the building via the safest route available.
2. Reunite the student(s) with their classroom teacher on their fire drill line. (If teacher is off campus at time, follow instructions listed in Classroom Evacuation Steps. All class rosters can be found in your Earthquake backpacks).
3. Proceed to assigned disaster duty.

Evacuation Steps –Kids Country

1. **Kids Country will evacuate to their location in the holding area.**
2. **Take roll, fill out an Emergency Status Report and give it to a Holding Area Supervisor (Gray/Williamson).**
3. **Kids Country personnel will stay with their children. They are to be released via the Student Release Monitors/Runners.**

Basic Outline of Duties Thru Reunification Process

Holding Area Monitors (Blacktop)

- Have responsibility for one grade level
- Calm and reassure students
- Move students into proper holding areas once roll has been taken at the fire-drill line
- Make sure all students have name written on **back of hand in permanent ink**
- Collect Emergency Status Report from each instructor in assigned grade level
- Hold students until officially released to Release Area (near ball wall, along fence)

Holding Area Supervisors

- Collect all Emergency Status Reports from Holding Area Monitors for the Command Post
- Maintain contact with Command Post
- Address concerns/problems brought up by Holding Area Monitors

Student Release Monitors/Runners

- Responsible for orderly and systematic release of students to **authorized adults only**
- No parents, etc. allowed in the holding area

Back Path Monitor

- Brings Back Path Stop sign from shed to back path trail gate on school property
- Remains there to remind parents to pick up children at the ball wall in the front of the school.

Search and Rescue

- Responsible for systematic search of **all** classrooms for injured or missing persons
- Possibly administers First Aid (Emergency supplies are located in the center storage shed adjacent to the back pathway).
- Identifies hazards
- Stays in contact with Command Post

Command Post (Office or Blacktop)

- Maintains good communication with Search and Rescue
- Keeps up to date on conditions and injuries
- Makes decision about re-entry or other shelter
- **Someone always needs to remain at the Command Center (Office if secure).**

Traffic Coordinators (Paras)

- Assist teacher in identifying all students and write name on back of hand with Sharpie
- Report to parking lot
- Assist in orderly parking and directing parents to release area
- ***Depending on compromised structures, report to the Command Post for direction.**

Holding Area Monitor Duties

1. Collect Emergency Status Report from **each teacher** in your grade level. Give the completed ESR's to a Holding Area Supervisor (**Maghami / Tontz**).
2. Move the children to their designated location in the holding area. Use the signs in the disaster shed to help facilitate this move. Keep classes assigned to you intact and seated, if possible. Keep the students calm and reassured. You will have responsibility for one grade level.
3. Each child needs to have his/her name written in permanent marker on the back of the hand. Permanent markers are in the backpack. (Extra markers located at Command Post)
4. **VERY IMPORTANT** - Release students **only** to personnel from the Student Release Area. The runner who comes to retrieve the child will show you the student's name label. You need to verify that the name on the label matches the name that is written on the back of the child's hand. Send the child and the label back to the Release Area accompanied by the runner that came to retrieve the child.
5. Your backpack contains a small first aid kit to treat minor injuries.
6. Keep in mind any age-appropriate games or songs that might be helpful.

Holding Area Supervisor Duties

1. **Collect Emergency Status Reports from the Holding Area Monitors.** Kids Country also will provide an Emergency Status Report. Take the reports over to the Command Post. **ALL CLASSES** must be accounted for.
2. All Holding Area Monitors will report to you. If there is a problem or concern, you should try to resolve it. If you are unable to resolve the problem, or if it is of immediate concern, escalate the problem to the Command Post.

Release Area Set-Up

1. **Sylvie Bullard**, Principal, and **Barbara Jones**, Office Manager, will grab the duffel bag that holds all of the release binders (should be updated by the PTA Safety Team twice annually) and 1 (of the 2) earthquake backpacks from the office cabinet. **Katy Power** will go with the team. We ALL have campus radios
2. Set up Release area at the ball wall behind the bike racks. Put up “Release Area” sign over top of ball wall so parents know where release area is located. Set up signs for release area so parents know which line to stand in. The signs are attached to poles that can sit in orange safety cones.
3. A DUPLICATE set of release forms is located in the disaster shed. There is a key to the disaster shed in the outside pocket of the duffel.
4. Teachers and other staff will be arriving to staff this location once they have evacuated their classrooms and have taken roll out on the playground.
5. Do not leave this area unattended, as parents will be arriving soon.

Student Release Monitors/Runners

1. The Office Staff will bring out the Release Area supplies to the Command Post as soon as the shaking stops. The Student Release Supervisor (**Miller**) will get the supplies from the Command Post and bring the Student Release Area Backpack and duffel with the release binders to the ball wall.
2. Check each child's release form to make sure that the person presenting is authorized to pick up the child. **ONLY THOSE INDIVIDUAL'S LISTED** on the child's release form are authorized. **NO EXCEPTIONS!!!**
3. Send runner (along with child's label) over to the Holding Area. Runner will return with the student. Circle the name of the adult on the release form who is retrieving that child and note the approximate time on the release form along with the intended destination. Using a **green marker place a green dot on the student's hand**. Have the adult sign the release form and place it back in the release binder in the appropriate location.
4. Children at Sycamore Valley and children at Kids Country are to be released **ONLY** through the Release Area.

Command Post Duties

1. **Barbara Jones**, Office Manager, will have both earthquake backpacks from the office cabinet and the Release Area duffle. District and campus radios will also be brought out to the Command Post.
2. **Heidi Barker**, Office Assistant, will have the clipboards with tardies, absences and volunteer sign-ins and the prescription medications, along with the wheelchair from the Nurse's Office.
3. Together they will set up the Command Post out by the earthquake container. Take manila envelopes with grade levels out of Office Earthquake Backpack to collect Emergency Status Reports from Holding Area Supervisors.
4. Medications will be placed in the earthquake container. A key to the disaster shed is attached to a zipper on the front of the earthquake backpack.
5. Emergency Status Reports will be provided to the Command Post by the Holding Area Supervisors (**Gray/Tontz**). The Emergency Status Report is one of the most important tools to assess conditions and injuries of the students. The teachers complete the forms for their own classroom.

Custodian Duties

1. **Shut off utilities**. If the custodian is not available, **Sylvie** can do this. Utility shutoff tools are located in the phone/computer room and an extra set is in the Earthquake shed.
2. Secure front gate and place sign on gate directing parents to the release area (sign in earthquake container).
3. Direct traffic with help of Paras, making sure that emergency vehicles have access to the front of the school.

Search and Rescue Duties

1. Collect the Emergency Status Reports for your grade level at the Command Post. If you are missing reports, confer with the Holding Area Supervisors (*Gray/Tontz*).
2. A stretcher and comprehensive first aid kit are located in the disaster container on the playground.
3. Search each classroom in your grade level for injured students (call for stretcher if necessary to evacuate to the Command Post.)
4. Kindergarten search and rescue team member is to include Kids Country in search and rescue responsibilities.
5. Search each classroom for any potential **hazards** that could cause injury in the event of an aftershock (loosened safety latches, bookcases ready to topple, hanging objects that are dangling.)
6. Clear any debris that might hamper entry to the room, if possible. Work gloves are in your backpack.
7. After each room has been checked, mark an "OK" (along with your initials) on the door using the chalk that is in your backpack.
8. Check the Library, Music Room, Resource Rooms, Deep and any other areas where students or staff might need assistance.
9. Report your findings to the Command Post and then return to your class in the Holding Area to provide assistance.

Parent Guidelines/Reunification

1. In the event of a disaster/emergency, Parents will be notified to pick up their student(s).
2. We have designated a **Student Release Area** located on the Basketball Court near the Bike Racks. Parents must enter via Holbrook Drive (do not use the back path to pick up your student) to access the Student Release Area.
3. **GO TO THE STUDENT RELEASE AREA** to pick up your student(s). Students will be released to a parent, guardian or emergency contact. Please be prepared to show ID.
4. Parents may wish to text to 684-53 and write Subscribe in their text box. Parent will then receive a text back from school messenger regarding any school emergency notifications.

*There is now a **RUNINIFICATION LINK** on our school's website at <https://syc-srvusd-ca.schoolloop.com/>

CHEMICAL ACCIDENT (offsite)

Chemical accidents of a disaster magnitude could result from a transportation accident or an industrial accident. Should any such accidents endanger the students or staff, the following will be accomplished.

WARNING: An alert message will be broadcast over our PA system from our school office and students are expected to Shelter-in-Place.

RESPONSIBILITIES:

- | | |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Principal
(or designee) | 1. Have all students report to nearest designated building. |
| <input type="checkbox"/> Staff | 2. Close all doors and windows, shut off ventilation, and listen for directions on PA or campus radios. |
| <input type="checkbox"/> Staff | 3. Take roll. Notify Principal or designee of any missing students. |
| <input type="checkbox"/> Staff | 4. If necessary, use tape, rags, clothing or any other available material to seal air leaks. |
| <input type="checkbox"/> Principal | 5. CONTINUE TO SHELTER-IN-PLACE UNTIL ADVISED TO DO OTHERWISE. Monitor and radio station for further instructions. |
| <input type="checkbox"/> Staff | 6. If you believe that gas is entering the building, protect everyone with a wet cloth or towel over the mouth and nose. Have everyone breathe in short, quick shallow breaths. |
| <input type="checkbox"/> Principal | 7. If evacuation orders are received, proceed with school evacuation plan. |
| <input type="checkbox"/> Staff | 8. Evacuate students. Take the class roster and emergency backpack and student kits. |
| <input type="checkbox"/> Principal | 9. A check should be performed to be sure all students have been evacuated. |
| <input type="checkbox"/> Staff | 10. Upon arrival at safe site, take roll and report attendance to Principal/designee immediately. |

