



Tassajara Hills Elementary School Disaster Plan

Table of Contents:

- I. Overview: Standard Response Protocol
- II. Staff & Student Training
- III. Evacuation Procedures
- IV. Staff Buddy Assignments
- V. Emergency Teams
- VI. Equipment & Supplies
- VII. Procedures for Student Release/Reunification

I. OVERVIEW: STANDARD RESPONSE PROTOCOL

SRVUSD has implemented a district-wide disaster plan for all schools incorporating a Standard Response Plan (SRP) developed by the “I Love You Guys” Foundation. The responses are intended for any scenario.

This Protocol is based on the following:

1. Direct, honest communication
2. Four specific actions that are performed during an incident: Lockout, Lockdown, Evacuate, and Shelter.
3. Each action has an accompanying directive which is said twice:
 - a. Lockout is followed by the Directive: “Secure the Perimeter”
 - b. Lockdown is followed by the Directive: “Locks, Lights, Out of Sight”
 - c. Evacuate is always followed by a location and is used to move students from one location to a different location in or out of the buildings; “Evacuate to the playground”.
 - d. Shelter is always followed by a type and a method; “Shelter for an Earthquake. Drop, Cover, and Hold”.
4. Each classroom has a red clipboard hanging near the front door. There is a document for each type of drill; LOCKOUT, LOCKDOWN, EVACUATE, & SHELTER. On the back of each card are specific instructions for the type of incident.



Lockout **Secure the Perimeter**

Lockout is called when there is a threat or hazard outside of the school building.

Students:

- Return to inside of building
- Do business as usual

Teachers

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



Evacuate **To the Announced Location**

Evacuate is called to move students and staff from one location to another.

Students:

- Leave stuff behind
- Form a single file line
- Take the hands of person in front and behind
- Be prepared for alternatives during response.

Teachers:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



Lockdown **Locks, Lights, Out of Sight**

Lockdown is called when there is a threat or hazard inside the school building.

Students:

- Move away from sight
- Maintain silence

Teachers:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



Shelter **Using the Announced Type and Method**

Shelter is called when the need for personal protection is necessary.

Types:

- For Tornado
- For Bomb
- For Hazmat

Methods:

- Drop, Cover and Hold
- And Seal
- In Silence

Students:

- Use Appropriate Method

Teachers:

- Use Appropriate Method
- Take roll, account for students

II. STAFF & STUDENT TRAINING:

At the beginning of each school year, the disaster and safety plan are reviewed with staff. Emergency teams are established and training needs are assessed and planned. Room parents inventory classroom backpacks and new supplies are purchased by the PTA. CPR and Epi-pen training is provided for staff as needed. Monthly drills are conducted and vary in time of day and type of incident. The School Site Council reviews the Plans annually. The content is revised and updated as deemed necessary.

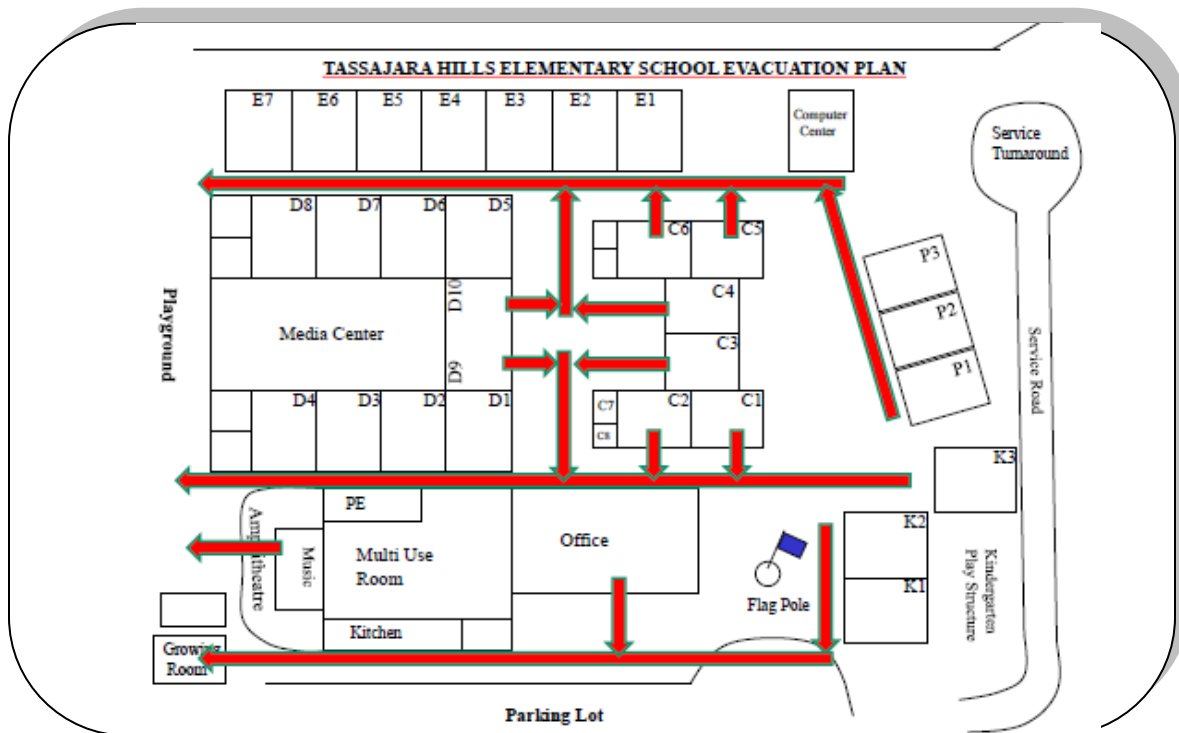
Each staff member is required to:

- Read the school disaster procedures and be away of his/her responsibilities before, during and after a disaster.
- Know and practice “drop, cover and hold” procedures.
- Know and practice evacuation procedures.
- Know their disaster “buddy” and that person’s responsibilities in case he/she is injured.
- Make preparations in the event that your are required to stay at school for an extended period of time during a disaster.
- Practice monthly drills with your students.
- Leave clear, concise directions for students with special needs for a substitute teacher.
- Keep your student roster current on your clip board.
- Know your disaster committee assignment and responsibilities.

III. EVACUATION PROCEDURES

1. Turn off all of your lights.
2. Evacuate as soon as you hear the alarm and/or command.
3. Leave your door unlocked.
4. Bring:
 - a. Red clipboard WITH class roster
 - b. Wear orange vest
 - c. Red emergency backpack
5. Line up and sit down on fire drill class numbers on the playground.
6. Take attendance.
7. Hold up the appropriate laminated card:
 - a. RED/HELP = Someone is missing; and/or you need assistance
 - b. GREEN/OK = Every one is OK and accounted for.
 - c. Red cross/Medical Help = Need medical help or assistance from the nurse

Evacuation Route:



IV. STAFF BUDDY ASSIGNMENTS:

E7 & E6	P1 & K3	D3 & D4
E5 & E4	K1 & K2	Admin building
E3 & E2	C1, C2 & C3	Kitchen & Custodial
E1, C5 & Comp Lab	D8 & D7	Music & PE
C6 & C4	D6 & D5	
P3 & P2	D9, D10, D1, D2	

The purpose of the Staff Buddy system is to ensure that each teacher has someone to back them up in the event of an injury. Your back up can also take your class to the Student Supervision area if you need to stay with an injured student.

V. EMERGENCY TEAMS:

1. Command Center

Responsible to communicate within school and to district & community. Oversees all emergency operations. Assigns volunteers to jobs needed.

2. First Aid Team

This team is trained in first aid and CPR and establishes the First Aid Treatment Area. Oversees the care and treatment of patients. Keep accurate records of all person treated.

3. Search and rescue Team

Working in pairs, this team “sweeps” through buildings quickly and locates trapped or injured students or staff. The team reports to first aid to assist with rescue after the sweep is completed. The team assesses damage to the buildings and ascertains if the buildings can be reoccupied. Team reports findings to EOT.

4. Campus Security Team

This team shuts off utilities. They also assist other teams in posting signs to identify various areas.

5. Student Supervision Team

This team will secure the area to prevent students from leaving without going through the release procedure, administer minor first aid, care for emotional needs, and maintain crowd control.

6. Student Release Team

This team operates the Student Release Area where precautions are taken to insure students are only released to properly authorized adults and to accurately document the releases.

7. Parking Lot Team

This team secures the parking area, maintains an open route for emergency vehicles, as well as parents picking up children.

EMERGENCY TEAMS ASSIGNMENTS:

Emergency Operations Team/Command Center <i>FRONT OFFICE or FRONT LAWN</i>	First Aid <i>KINDER PLAY GROUND</i>	Search & Rescue	Campus Security	Student Supervision <i>MPR OR PLAYGROUND</i>	Student Release <i>STAGE OR FIRELANE</i>	Parking Lot
Administration Office Staff <i>Dodson Range Miyamoto Hui</i>	Nurse LVN <i>Sheets</i>	Male teachers <i>Radkey Hourigan</i>	Custodial Staff <i>Estrada Nguyen</i>	Paras & Prep teachers, Rdg Team <i>Halonen Nishida Ertola McDermott Sakamoto Podesta Zeising E6 E4 E2 C5 C4 P2 K3 K2 C3 D7 D5 D2 D4</i>	Buddy teachers – 1 on student release, other buddy on student supervision <i>E7 E5 E3 E1 C6 P3 P1 K1 C2, C1 D8 D6 D1 D3</i>	SPED Ed Staff <i>Mobley Hegney Lewis McElroy</i>

VI. EQUIPMENT AND SUPPLIES

Each classroom has a red clipboard with procedures for each type of incident. It also indicated emergency teams and supplies.

Emergency supplies are organized into three locations:

1. Classroom equipment (portable toilet, crowbar, toilet paper, waste bags, food and water)
2. Red emergency classroom backpacks
3. Severe disaster supplies are kept in the shed on the playground.

Contents for Each Red Emergency Classroom Backpack

1 red backpack (hung on wall near front door)

Class roster

Pens & notebook

List of Disaster Procedures

List of backpack contents

Emergency necklaces (with cards)

1 roll adhesive tape – 1" wide

1 roll adhesive tape – 3" wide

50 bandaids

2 Chemical icepacks

2 trauma dressing/compresses (10" by 30")

3 headlamps

10 gauze pads (4" x 4")

2 gauze roll bandages (3" to 4" wide)

5 pair latex gloves

1 pair leather work gloves

2 permanent markers

5 garbage bags

1 "monkey" pry bar

12 safety pins

1 whistle on a lanyard/string

1 pair trauma scissors

6 small packs tissues

1 pack baby wipes

1 roll toilet paper


Emergency Items from Shed Checklist Tassajara Hills Elementary School 2013 Inventory		
Blankets-Mylar	20	
Evacu-Aid Yellow Protective Blankets	40	
Powder Free Latex Gloves, Size Small	1000	500 pairs
Pre-Powdered Latex Gloves-Size Med	100	50 pairs
Latex, flock lined household gloves-OS	4	pairs
60 ft. nylon rope	10	
Portable Toilets	5	
Replacement toilet bags 12 bags/pkg	135	1620
Toilet paper, rolls	109	
Wrap w/clips 2 inch wide	12	
Wrap w/clips 4 inch wide	12	
Medicom All Gauze 4"x4" Sponge-1/pkg	1200	
McKesson Gauze Sponge 4"x4" sponge-2/pkg	100	
McKesson Combine ABD Pads 5"x9", 1/pkg	100	
Silk Cloth Surgical Tape 2"x10 yds	42	
Cone Masks	400	
Abdominal Pads 8"x10" 1 pad/pouch	144	
Triangular Bandage with pins 36"x36"x51"	12	
Eye Pad 2 1/8"x2 5/8" 1 pad/pouch	50	
Tiny Butterfly bandages	250	5 pkg/50
Purell Hand Sanitizer 8 FL OZ	6	
Nice Clean Towelettes 1 towelette/pouch	1000	
First Aid and Preparedness booklets (outdated)	2	
crowbar	1	
sledge hammer	1	
hammer	1	
bolt cutter	1	
pick mattox	1	
utility knife	1	
surgical scissors	4	
4" black plastic ties	1 box	
plastic tweezers	3	
wrench	1	
pliers	1	

VII. PROCEDURES FOR STUDENT RELEASE/REUNIFICATION

Parents will be notified via email to pick up their children in the fire lane at the STUDENT RELEASE station. Staff members will assist parents in signing out their children. A signature will be required before any child is released to a parent or authorized adult.

A black box of Reunification cards and student information labels is located in the principal's office.

In the event that an alternative evacuation site is necessary, students will be relocated to the Mustang Soccer Complex.

**Reunification Information** (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name

Student Grade Student Cell Phone Number

Name of person picking up student

Signature

Phone number of person picking up student

Relationship to student being picked up

Photo identification matches name of person picking up student? Y or N

Parent completes:
Print Student Name Again

Student Grade
Student Birthday

School personnel completes upon release of student
TIME INITIALS OTHER

Parent Guardian Sign Off
I have read and understand these instructions.
Print Your Name
Signature
Date

Reunification Instructions
First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

1. Please complete the information on the other side of this card.
2. Prepare identification (if you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.